

## Employment

**State:** The official listing of staff and management vacancies is posted on [www.calpolyjobs.org](http://www.calpolyjobs.org). To apply, go online and complete the application form. Applicants needing assistance may contact Human Resources at ext. 6-2236.

### \*\*\*CLOSE DATE EXTENDED\*\*\*

#### #101430-Application

**Administrator**, Analyst/Programmer, Career, ITS, Collaboration Support Group, temporary through June 30, 2009, with possible extension, \$4,170-\$8,536/month, anticipated hiring range: \$4,170-\$6,661/month. Closes: Nov. 26.

#### #101465- On Call Parking

**Officer**, Pool Position, University Police, temporary on-call through June 30, 2008, \$13.70-\$20.53/hour. Open until filled. Review begins: Dec. 3.

### \*\*\*CLOSE DATE EXTENDED\*\*\*

#### #101477-Assistant Director of

**Financial Aid**, Administrator I, Academic Affairs, Enrollment Support Services, Admissions, Recruitment and Financial Aid, salary is commensurate with experience. Closes: Dec. 14.

### \*\*\*REVISED\*\*\*

#### #101494-Administrative/Budget

**Analyst**, Administrative Analyst/Specialist, Non-Exempt, Academic Affairs, Academic Personnel, \$3,137-\$5,019/month. Open until filled. Review begins: Nov. 26.

#### #101498-Director of Administrative Computing

**Services**, Administrator III, Academic Affairs, ITS, Administrative and Academic Services, Salary commensurate with experience. Open until filled. Review begins: Jan. 9, 2008.

**#101500-Plumber**, Administration and Finance, Facility Services, \$4,659-\$6,015/month. Closes: Dec. 2.

## Campus email unavailable during Thanksgiving break

Campus email and calendar systems will be unavailable during the campus Thanksgiving break, **from 6 p.m. on Wednesday, Nov. 21, through noon on Sunday, Nov. 25**, in order to complete a major upgrade to the Oracle Collaboration Suite software. To redirect email to an off-campus address during the outage, follow directions at [http://servicedesk.calpoly.edu/my\\_cp\\_support/email\\_del\\_add\\_updates.html](http://servicedesk.calpoly.edu/my_cp_support/email_del_add_updates.html). Redirection must be completed by **5 p.m. on Wednesday, Nov. 21**.

## Information for faculty and staff on FERPA now available on-line

The Office of Academic Records urges all faculty and staff to review information regarding students' right to privacy/protection and the Family Educational Rights and Privacy Act at <http://security.calpoly.edu/docs/forums/is-forum-110107.pdf>.

## Faculty and staff appreciation sale at El Corral Nov. 27 - 28

The El Corral Bookstore is offering a 30 percent savings to faculty and staff members on **Nov. 27 and 28**. The sale will apply on most, but not all, items in the store. Bring the red postcard coming to campus mailboxes and a campus I.D. to take advantage of this end-of-the-year appreciation sale.

## Attend the annual Women's Faculty and Staff Reception Nov. 27

The Women's Leadership Council cordially invites all faculty and staff to attend the annual Women's Faculty and Staff Reception on **Tuesday, Nov. 27, 11:30 a.m. to 1 p.m.** in Chumash Auditorium. Lunch will be provided. No RSVP is necessary.

## Shakespeare Press Museum holiday card sale

Student-made letter pressed holiday cards are now available for purchase. Cards will be on sale in UU on **Wednesday, Nov. 28, noon to 4 p.m.; Thursday, Nov. 29, 11 a.m. to noon; and Friday, Nov. 30, noon to 2 p.m.** Cards are also available for sale online at [http://www.etsy.com/shop.php?user\\_id=5320400](http://www.etsy.com/shop.php?user_id=5320400).

## Roxana Lopez' retirement reception rescheduled to Dec. 5

The Architecture Department invites all faculty and staff to a retirement reception for Roxana Lopez on **Wednesday, Dec. 5, 3 to 5 p.m.** in the Architecture Building, Room 212. For more information, call ext. 6-1316.

## Employment continued

**#101501-Administrative Assistant**, Administrative Support Assistant II, College of Architecture and Environmental Design, Architecture, \$2,421-\$3,632/month. Closes: Nov. 30.

**#101503-Manager of Custodial Services**, Administrator I, Administration and Finance, Facilities Services, salary commensurate with experience. Closes: Dec. 31.

**#101504-Administrative Support Coordinator I**, Orfalea College of Business, Graduate Management Programs, \$2,714-\$4,071/month. Closes: Nov. 30.